

Brittany E. Lutz

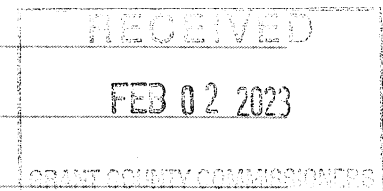
From: noreply@civicplus.com
Sent: Wednesday, February 1, 2023 2:08 PM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

This email originated from outside Grant County's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Kris Cruz
Dept/Committee	dISTRICT cOURT
Date of Request	2/1/2023
Travel Type	Out of State Travel
Departure Date	6/24/2023 3:00 PM
Return Date	6/30/2024 6:00 PM
Grant	Yes
Fund/Dept	001.102.00.9047.512406003/dc
Destination (City, County, State)	Houston Harris County Texas
Purpose of Travel	Attend NADCP Rise 2023 Conference
Hotel - GSA Rate	122.00
Hotel - Nightly Rate	122.00
Cost Application	Government Rate
Rental Car Required	Yes
Hotel Total	700.00
Conference Fee	895.00
Daily M&IE at Destination	69.00
Rental Car Cost per day	100.00



Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	Hotel rate can be higher if conference housing is not available due to registration delay
---	--

Air Carrier	Alaska
-------------	--------

Cost of Flight	800.00
----------------	--------

Total trip cost (Include all cost totals)	3500.00
--	---------

Preparer's Name	Kris Cruz
-----------------	-----------

Preparer's Title	Probation Officer/ Community Court Probation Officer
------------------	--

Preapproved by EO/DH?	Yes
-----------------------	-----

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

Email not displaying correctly? [View it in your browser.](#)